

Briefing Packet Reports

The Briefing Packet Report option is a “canned” report containing information about the Agency, Area, Location, Centers and/or Management Units. Canned reports have no querying or customizing options available.

Briefing Packets are a good source of general information for a specific Management Unit, Location, Area, or the Agency. It provides a useful information packet to distribute at site visits, briefings, or to new employees for orientation to the unit or Agency.

The report options include the following:

Report Options	Description
Organizational Listing	A listing of Mode Codes and names of Management Units, Locations, Centers and Areas.
Personnel	A listing of all personnel in the unit, which includes name, pay plan/grade, title and position type.
Mission Statement	A listing which includes, mode code, address, phone number, responsible person for the unit, and the mission statement.
ARS Research Projects	A project listing which includes basic project information, such as titles, project number, investigators. The listing provides all active projects, including appropriated “D” and incoming and outgoing agreements, with a summary at the end.
Current FY Guidelines (D type only)	A project listing which includes basic project information, such as titles, project number, and investigators. The listing provides only active appropriated “D” projects and the current fiscal year funding levels of each.
Next FY Guidelines (D type only)	A project listing which includes basic project information, such as titles, project number, and investigators. The listing provides only active appropriated “D” projects and the next fiscal year funding levels of each. NOTE: This option is only used May through September each year to view what the funding level will potentially look like going into the next fiscal year.
ARS Research Projects w/Obj/App	A project listing which includes basic project information and the objective and approach for all active projects in the unit.
Approach Element	A summary of the approach elements and associated funding level for all active appropriated projects in the unit. The approach element is the second digit in the strategic plan code. NOTE: This is generally not used for reporting purposes.
BPIM Summary	A summary of the Budget Performance Integration Measure(s) (BPIM) and associated funding for the unit based on the active appropriated projects.
National Program Summary	A summary of the National Program(s) and associated funding for the unit based on the active appropriated projects.
Subject of Investigation Summary	A summary of the Subject of Investigation code(s) (SOI) and associated funding for the unit based on the active appropriated projects.
Activity Summary	A summary of the Activity code(s) and associated funding for the unit based on the active appropriated projects.

Special Class Summary	A summary of the Special Classification codes(s) and associated funding for the unit based on the active appropriated projects.
Research Accomplishments	The Annual Reports (AD-421s) for the most current year, for all projects within the unit.
Prior FY Incoming/Outgoing Funds	A summary of incoming and outgoing funds for the unit for the prior fiscal year.
Current FY Incoming/Outgoing Funds	A summary of incoming and outgoing funds for the unit for the current fiscal year.
Next FY Incoming/Outgoing Funds	A summary of incoming and outgoing funds for the unit for the next fiscal year.
Prior FY Funding Summary (Appropriated Funds)	A summary of prior year appropriated funding for the unit. The report includes all permanent funds, plus and/or minus any temporary funding, and the balance.
Current FY Funding Summary (Appropriated Funds)	A summary of current year appropriated funding for the unit. The report includes all permanent funds, plus and/or minus any temporary funding, and the current balance available.
Next FY Funding Summary (Appropriated Funds)	A summary of next fiscal year appropriated funding for the unit. The report includes all permanent funds, plus and/or minus any temporary funding, and the balance available. NOTE: This option is only valid during the time period of May through September.

To print a briefing packet, click **“Reports”** and **“Briefing Packets.”**

Determine which report level is required and click the appropriate option (fig. 1) to display the Briefing Packet options screen (fig. 2).

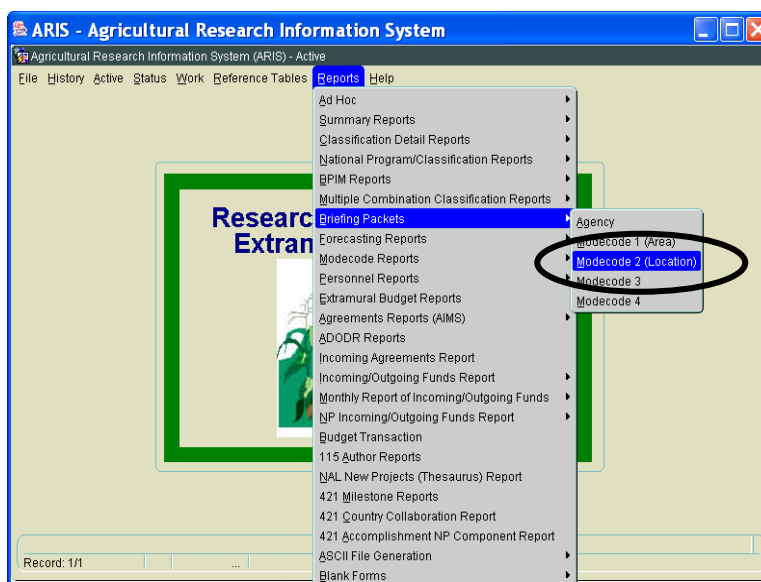


Figure 1 - Briefing Packet Option, Location Level

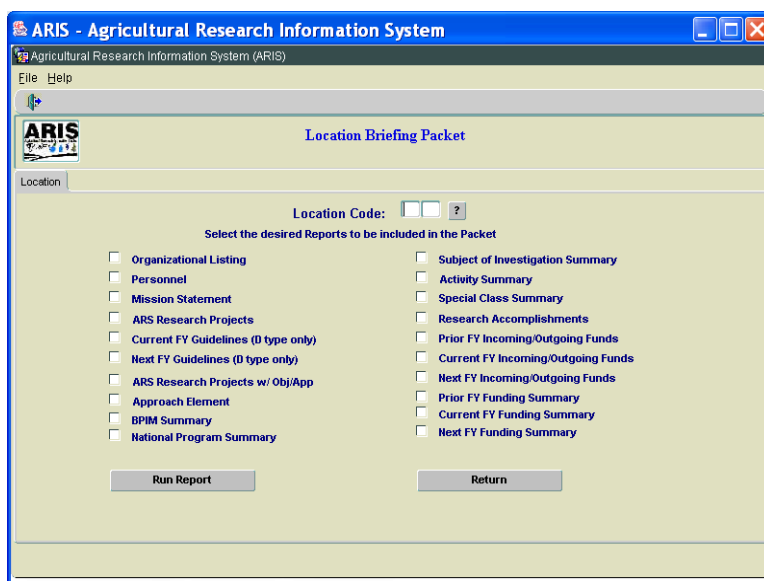


Figure 2 - Location Level Briefing Packet Screen

Enter the desired mode code by clicking the “?” to display all available mode codes (fig. 3a). Scroll through the list or search for the desired mode code. Once found, highlight the mode code and click “OK” (fig. 3b).

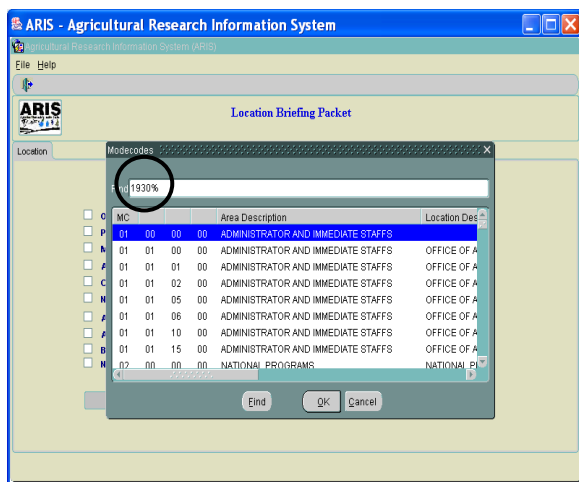


Figure 3a - Searching for Mode Code

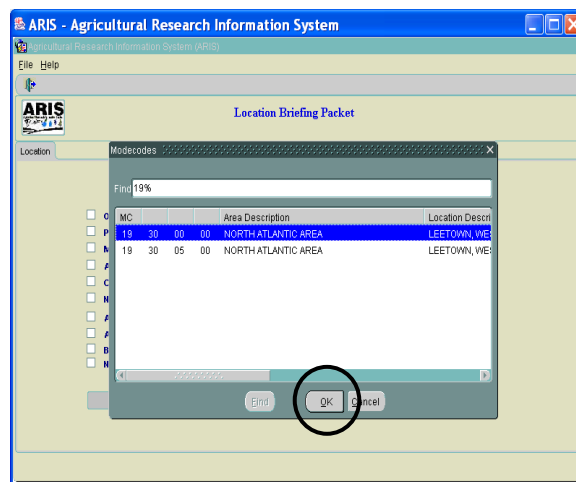


Figure 3b - Selection of Mode Code

ARIS will insert the selected mode code on the Briefing Packet Options screen. **Note:** If you know the mode code, you can enter it directly in the Location Code field.

Next, mark the boxes you wish to include in the Briefing Packet. Once all required boxes are checked, click the “**Run Report**” button (fig. 4).

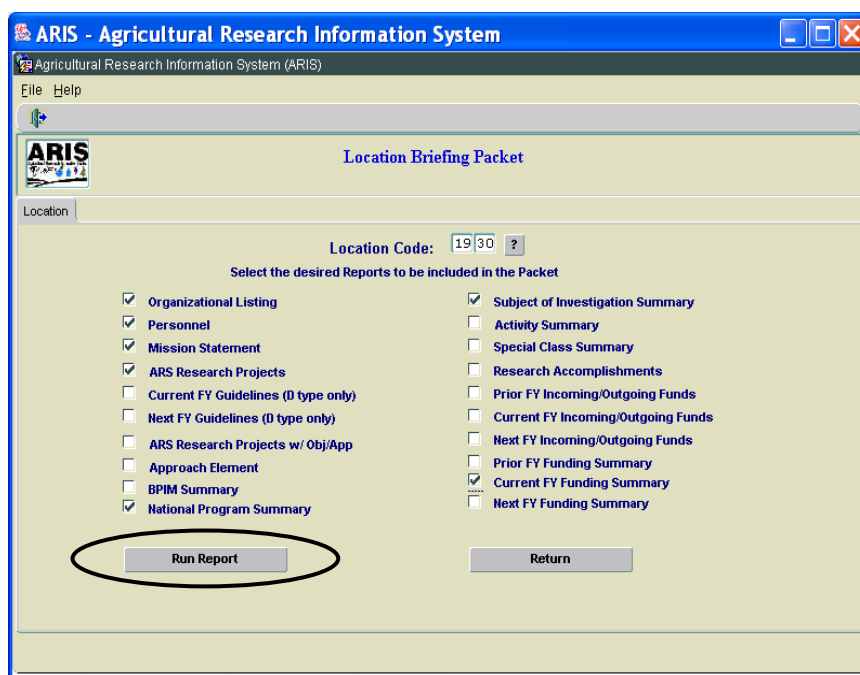
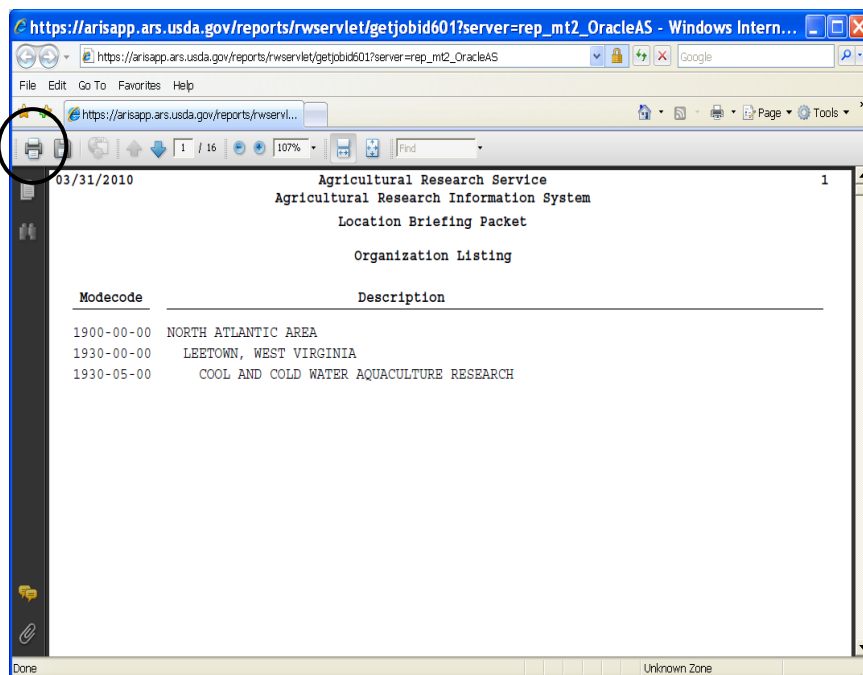


Figure 4 – Briefing Packet – Report Options Selected

Adobe Acrobat will display the report. To print, click the “**Print**” icon on the Adobe Acrobat tool bar, and “**OK**”.

The report options chosen above: Organizational Listing, Personnel, Mission Statement, ARS Research Projects, National Program Summary, Subject of Investigation Summary, and Current FY Funding Summary, will be displayed below (fig. 5a-5g).



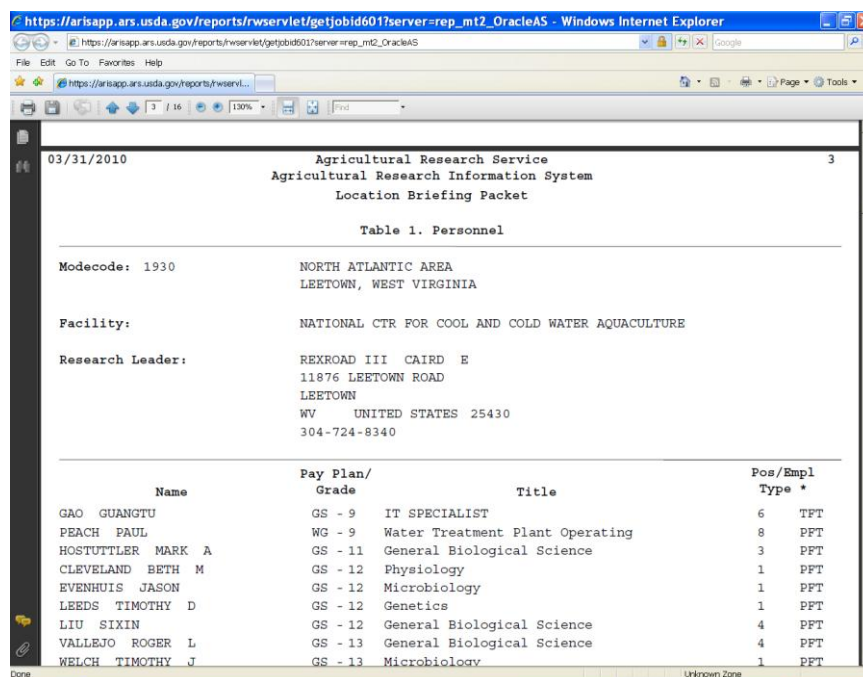
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Agricultural Research Service
Agricultural Research Information System
Location Briefing Packet

Organization Listing

Modcode	Description
1900-00-00	NORTH ATLANTIC AREA
1930-00-00	LEETOWN, WEST VIRGINIA
1930-05-00	COOL AND COLD WATER AQUACULTURE RESEARCH

Figure 5a - Organization Listing



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Table 1. Personnel

Name	Pay Plan/Grade	Title	Pos/Empl Type *
GAO GUANGTU	GS - 9	IT SPECIALIST	6 TPT
PEACH PAUL	WG - 9	Water Treatment Plant Operating	8 PPT
HOSTUTTLE MARK A	GS - 11	General Biological Science	3 PPT
CLEVELAND BETH M	GS - 12	Physiology	1 PPT
EVENHUIS JASON	GS - 12	Microbiology	1 PPT
LEEDS TIMOTHY D	GS - 12	Genetics	1 PPT
LIU SIXIN	GS - 12	General Biological Science	4 PPT
VALLEJO ROGER L	GS - 13	General Biological Science	4 PPT
WELCH TIMOTHY J	GS - 13	Microbiology	1 PPT

Figure 5b – Personnel Listing

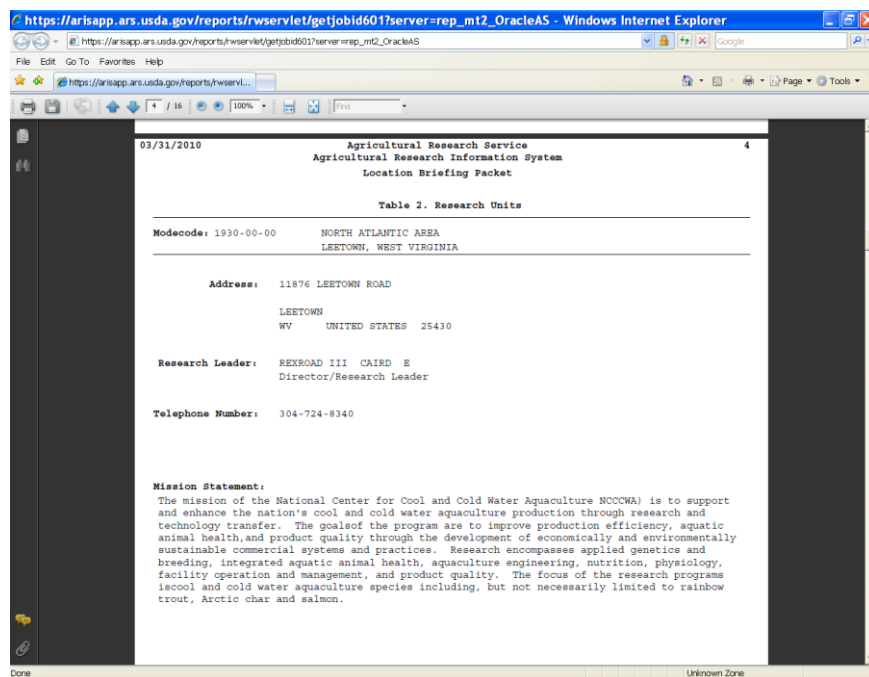


Figure 5c - ARS Research Projects

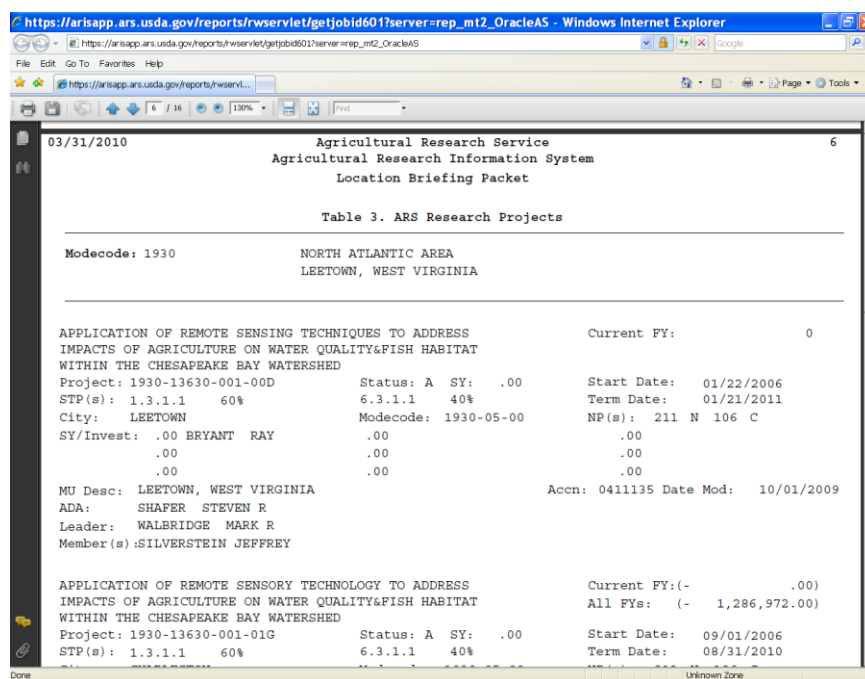


Figure 5d – ARS Research Projects

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Table 9. Projects Summarized by National Program

Modecode: 1930 NORTH ATLANTIC AREA
LEETOWN, WEST VIRGINIA

NP Code	Description	Current Net to Location
106	Aquaculture	7,171,760
Total:		\$ 7,171,760

Figure 5e - National (NP) Program Summary

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Table 10. Project Summarized by Subject of Investigation

Modecode: 1930 NORTH ATLANTIC AREA
LEETOWN, WEST VIRGINIA

SOI Code	Description	Current Net to Location
3711	TROUT	6,470,615
3712	SALMON	247,538
3719	OTHER CULTURED FINFISH	453,608
0800		7,171,761
Total:		\$ 7,171,761

Figure 5f - Subject of Investigation (SOI) Summary

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Table 18. Current FY Funding Summary

Modecode: 1930 NORTH ATLANTIC AREA
LEETOWN, WEST VIRGINIA

Modecode	Project Number	Accession	Permanent \$	Temporary \$	Balance Available \$
1930-00-00	1930-31320-001-00D	0418485	1,650,255	0	1,650,255
1930-05-00	1930-31000-007-00D	0409172	0	9,768	9,768
1930-05-00	1930-31000-008-00D	0409183	0	0	0
1930-05-00	1930-31000-009-00D	0418728	2,060,695	- 42,196	2,018,499
1930-05-00	1930-31000-010-00D	0418730	1,553,111	- 9,768	1,543,343
1930-05-00	1930-31000-011-00D	0418922	425,511	0	425,511
1930-05-00	1930-32000-002-00D	0409186	0	5,941	5,941
1930-05-00	1930-32000-003-00D	0409196	0	0	0
1930-05-00	1930-32000-005-00D	0418727	1,482,188	- 5,941	1,476,247
			\$ 7,171,760	-\$ 42,196	\$ 7,129,564

Figure 5g – Current FY Funding Summary

Note: When retrieving a report for the entire Agency, the more Report Options you check the longer it takes the system to generate the report.